

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MAY 19, 2022**

4:00 p.m.

Council Chambers (203 South Farwell Street)

MEMBERS PRESENT: Daniel Kincaid, Stephanie Finn, Disa Wahlstrand, Selika Ducksworth-Lawton

MEMBERS ABSENT: Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus
Fire Chief Chris Bell
Deputy Fire Chief Matt Jagger
Deputy Fire Chief Al Bertrang
Police Deputy Chief Derek Thomas
Human Resources Director Victoria Seltun

OTHERS PRESENT: Fire Union 487 Member Lucas Knipfer

The Commission convened in open session at 4:00 p.m. Meeting was called to order by President Kincaid. President Kincaid asked if there were any corrections or additions to the minutes of the Police and Fire Commission meeting held on March 17th or April 29th. No corrections or additions were noted, and the minutes stand approved as circulated.

Commissioner Ducksworth-Lawton joins the meeting at 4:14 p.m.

A presentation was given by Deputy City Attorney Doug Hoffer. A letter sent from the City Attorney's office to City Council on June 26th, 2020, which examined the various roles of the City Council, the City Manager, the Police and Fire Commission, and the Chiefs, was discussed.

Chief Rokus provided a personnel update. Seven new Police Officers will be sworn in on May 20th, 2022 with one more candidate still under consideration. A brief discussion was held regarding the next recruitment process for Police Officers. There are currently three vacancies right now, including one upcoming retirement and one resignation. A discussion was held regarding the upcoming promotions of Lieutenant Jesse Henning and Sergeant Mitchell Hunsley from the promotional eligibility list adopted by the Police and Fire Commission on March 17th, 2022.

Chief Rokus also provided an operational update. Officer Garcia Larson has joined the Tactical Response Team. The Critical Incident Employee and Family Handbook was passed out and discussed. The Police Department's 2021 Annual Report was also handed out and discussed.

Chief Bell provided a personnel update. The department has seen one retirement and one resignation since the last PFC meeting. Chief Bell noted that Brittany Lyons's name was added to the eligibility list at last the meeting, and she has been rehired as a Firefighter. A discussion was held regarding the promotion of Andrew Robinson to Fire Engineer at Station 5. Chief Bell recommended that seven candidates be added to the promotional eligibility list for Fire Engineer, three for Fire Lieutenant, and eight for Fire Captain. Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to approve the Fire Department promotional eligibility lists. The Fire Captain promotional interview process will begin in June. A discussion was held regarding the current Firefighter eligibility list. Chief Bell will ask for Commissioners to act at the July meeting to approve a rolling eligibility list that is valid for one year.

Chief Bell also provided an operational update. No decision has been made on the recipients of the SAFER grants yet. If approved, there will be several more vacancies that need to be filled.

Chief Bell presented the Fire Department Annual Report to the Commissioners. He provided a brief overview of the report. Discussion was held.

Elections of Commission officers were held as follows:

President: Commissioner Finn made a motion, seconded by Commissioner Ducksworth-Lawton, and passed unanimously, to elect Daniel Kincaid, President.

Vice President: Commissioner Wahlstrand made a motion, seconded by Commissioner Ducksworth-Lawton, and passed unanimously, to elect Stephanie Finn, Vice President.

Secretary: Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to elect Kelsey Dittloff, Secretary.

The Conflict of Interest Statements were passed out to the Commissioners and signed.

President Kincaid asked if there are any future agenda items. The possibility of holding future meetings at Station 10 and the Law Enforcement Center was discussed.

Chief Bell provided a brief overview of the Firefighter interview process.

At 4:44 p.m., a motion was made by Commissioner Ducksworth-Lawton, seconded by Commissioner Wahlstrand, and passed by unanimous roll call vote to go into closed session to conduct interviews of Firefighter candidates.

At 7:10 p.m., motion was made by Commissioner Wahlstrand, seconded by Commissioner Ducksworth-Lawton, and passed unanimously to move into open session.

Based on the discussion held and interviews conducted in closed session, a Firefighter eligibility list was created. Motion was made by Commissioner Ducksworth-Lawton, seconded by Commissioner Finn, and passed unanimously, to adopt the new eligibility list, which shall be valid for one year.

A discussion was held regarding the current Firefighter interview questions and whether there should be a future closed session agenda item to review and revise them.

Motion was made by Commissioner Finn to adjourn the meeting, seconded by Commissioner Ducksworth-Lawton and the meeting was adjourned at 7:14 p.m.

The next regularly-scheduled Police and Fire Commission meeting is July 21st, 2022 at 4:00 p.m.

Minutes recorded by Kelsey Dittloff, Police and Fire Commission Secretary.